

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAMINATION FOR: ACCOUNTANT II**

Open Competitive Exam #1673  
**SALARY: \$695.87 - \$946.94 PER WEEK**

**FRINGE BENEFITS:** Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications**, which may be obtained at the Civil Service Office, **must be on file** at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

DECEMBER 29, 2004

**IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

**EXAMPLES OF DUTIES:** Performs professional accounting tasks in auditing and accounting; Oversees the accurate maintenance of tax records and tax accounting; Coordinates the functions of the Tax Division with Data Processing Division; Supervises preparation of tax rolls and counsels persons responding to tax payment requests; Reviews present accounting procedures and policies and recommends changes or modifications which are designed to increase the efficiency and effectiveness of accounting operations; Reviews present accounting practices to assure conformance with established policies and procedures; Develops and modifies detailed accounting procedures, policies and systems in order to meet changing requirements; Advises department heads and other officers on accounting policies and interprets and applies them to various City functions; Makes special accounting studies and analyses of various activities of the department; Assists in the preparation of special financial statements and reports for the information and guidance of City officials; Prepares and presents school budget to Board of Education and Board of Finance; Oversees the maintenance of school receipts and disbursement accounts; Serves as Deputy Comptroller in the absence of Comptroller and Deputy Comptroller; does related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of the principles, methods and practices of professional accounting; thorough knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the City; thorough knowledge of modern business management practices; ability to devise and apply modern accounting procedures; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to establish and maintain effective relationships with co-workers; good professional judgment; good physical condition.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:** Some experience as a professional accountant of the level of Accountant I and graduation from a college or university with specialization in Accounting.

This position is covered under the written agreement between the City of Waterbury and the White Collar Union.

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**E.O.E. M/F/H/V**